



September 11, 2017

Ms. Misty Ketron
START Contracting Officer
U.S. Environmental Protection Agency, Region 7
11201 Renner Boulevard
Lenexa, Kansas 66219

**Subject: Staffing Plan for Technical Support Activities
Des Moines TCE, Des Moines, Iowa
U.S. EPA Region 7 START 4, Contract No. EP-S7-13-06, Task Order No. 0201
Task Monitor: Tonya Howell, Remedial Project Manager, Superfund Redevelopment
Initiative Coordinator**

Dear Ms. Ketron:

To meet the requirements of the Superfund Technical Assessment and Response Team (START)4 Contract No. EP-S7-13-06, Tetra Tech, Inc. (Tetra Tech) is submitting this staffing plan for the Des Moines TCE site, Task Order 0201, received by Tetra Tech on September 11, 2017. The personnel and subcontracts proposed in this document are subject to change based on EPA-approved changes to the project scope and schedule.

Government Pricing Schedule. Government Pricing Schedule. The distribution of labor and other direct costs (ODC) presented on the Government Pricing Schedule appears adequate with the following exception:

- ☐ Use of Junior Technician (non-degreed technical staff) is not anticipated under this Task Order.

Tetra Tech anticipates completion of the Task Order within the funded ceiling pending finalization of the proposed scope of work.

Project Manager Staff. Tetra Tech proposes Mr. Mike Williams as the Tetra Tech START Project Manager for this technical support activity, which will include compilation and review of previous data collected at the site, and preparation of a data compilation summary report. Mr. Williams' prior site experience and labor classification meet the needs and project technical requirements specified in the Task Order and clarified through communication with the EPA Task Monitor.

Technical Support Staff. Based on Tetra Tech's review of the project scope of work and requirements set forth in the Task Order, additional technical personnel will be utilized as appropriate to meet the specified requirements.

Geographical Information System (GIS) and Data Management Support Staff. Tetra Tech START's GIS and data management staff currently consists of

Ex. 4 - CBI

Ex. 4 - CBI

One or more of these individuals will provide mapping and other GIS support as required to fulfill the project requirements.

Deliverable Review Staff. All final deliverables prepared by Tetra Tech START will undergo editorial, technical and quality control (QC) reviews by qualified staff. Editorial reviews will be performed by **Ex. 4 - CBI** QC reviews will be performed by **Ex. 4 - CBI** Technical reviews will be performed by staff with appropriate expertise and site experience.

Health and Safety Staff. No field activities are anticipated for this Task Order. Consequently, no health and safety plan will be required.

Office Support Staff. Project accounting activities will be performed by **Ex. 4 - CBI** Procurement activities will be led by **Ex. 4 - CBI** Word processing, document control and other administrative support will be performed by **Ex. 4 - CBI** Clerical support, including file maintenance, processing expense reports and document production support, will be performed by **Ex. 4 - CBI**

Proposed Subcontractors. Based on Tetra Tech's initial review of the project technical requirements specified in the Task Order, no subcontracts are anticipated.

The proposed personnel are listed below according to labor classification and project role.

TABLE
PROPOSED LABOR CLASSIFICATIONS AND PROJECT ROLES

Labor CLIN	Project Role	No. of Personnel	Home Office	Mode of Transportation	Justification ^a
1002 - Senior Scientist	Ex. 4 - CBI		Kansas City, MO	NA	NA
1002 - Senior Scientist 1003 - Junior Scientist			Kansas City, MO	NA	NA
1002 - IT Professional 1003 - Junior Scientist			Kansas City, MO	NA	NA
1001 - Prin. Professional 1002 - Senior Scientist			Kansas City, MO	NA	NA
1004 - Contract Admin.			Kansas City, MO	NA	NA
1005 - Clerical			Kansas City, MO	NA	NA

Notes:

^a This column addresses justification for using personnel from offices outside of EPA Region 7.

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If you have questions or comments regarding this staffing plan, please contact me at (816) 412-1754.

Sincerely,

A handwritten signature in dark ink, appearing to read "Ted Faile", written in a cursive style.

Ted Faile, PG, CHMM
START Program Manager

cc: Debra Dorsey, Region 7 START Project Officer
Tonya Howell, EPA Task Order Monitor, Superfund Redevelopment Initiative Coordinator
Mike Williams, START Project Manager